



DEPARTMENT OF THE ARMY AND THE AIR FORCE

**NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231**

NGB-ZA

20 August 2008

MEMORANDUM FOR THE ADJUTANTS GENERAL OF THE STATES, PUERTO RICO, THE U.S. VIRGIN ISLANDS, GUAM AND THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

SUBJECT: (All States Log Number P08-0012) Guidance for General Officer Travel Outside the Continental United States

1. Effective immediately all non-Congressional Delegation (CODEL) related requests for General Officer travel Outside the Continental United States will be submitted to National Guard Bureau, General Officer Management (NGB-GO). NGB-GO will appropriately route all requests through National Guard Bureau, Judge Advocate (NGB-JA), National Guard Bureau, Inspector General (NGB-IG) and National Guard Bureau, International Affairs (NGB-IA) for coordination prior to submitting to the Chief, National Guard Bureau, for approval. To ensure all requests are properly staffed they must be submitted 45 days prior to the date of travel and include the following:

- a. Request with detailed justification and purpose signed by The Adjutant General
- b. A list of all travelers in the travel party
- c. Origin of the Invitation
- d. Official Agenda/Itinerary

2. Point of contact for this action is Colonel William Stoppel, Chief, General Officer Management who can be reached at 703-607-3643 or DSN 327-3643.

H STEVEN BLUM
Lieutenant General, US Army
Chief, National Guard Bureau